

**Pre-Bid Conference Minutes
Salmon Lake and Placid Lake State Parks
Recreational Bicycle Camping Project
FWP #7166601.B**

March 29, 2016

9:30 a.m.

Salmon Lake and Placid Lake State Parks
Near Seeley Lake, Montana

Attendees:

<u>Affiliation</u>	<u>Name</u>	<u>Phone #</u>
Thompson Contracting, Inc.	Richard Thompson	406-293-5392
Reed Mountain Construction, Inc.	Paul and Pam Reed	406-722-0011
Six Point Concrete	Steve Grover	406-531-7331
DS Trucking	Dick Johnson	406-563-4579
HRCC/JRCC	John Richards	406-677-2344
Montana FWP	Jon Maxwell	406-841-4002
Larson Civil Engineering, LLC	Jeff Larson	406-443-6111
Montana FWP	Chet Crower	406-542-5517
Montana FWP	Ryan Sokoloski	406-667-6804
Montana FWP	Morgan Dollinger	406-542-5524

Introduction:

Jon Maxwell as the Project Manager representing Fish, Wildlife and Parks opened the meeting with introductions.

Information Presented by FWP:

- **Bid Date**
Bids will be opened on Wednesday, April 14th, 2016 at 3:00 p.m., at the Montana Fish, Wildlife and Parks, Design and Construction Section in Helena.
- **Mail Bid to:**
Address to mail bids is 1522 9th Avenue, PO Box 200701, Helena, Montana 59620-0701. Contractors were warned to send bids early. The State of Montana Mail Delivery system takes extra time for delivery.
- **Montana Gov Delivery:**
Bid documents are found on line at:

<http://fwp.mt.gov/doingBusiness/DesignAndConstruction/upcomingBidOpenings.html>

Sign up on our **Upcoming Bid Opening Page** to receive all changes to our website page. Receive e-mail notification of new projects, addendums, and pre-bid sign in sheets posted to our website. (Sign up under **Design & Construction**; if you sign up under Fish Wildlife & Parks it will give you everything happening in all of Montana Fish Wildlife & Parks).

- **Contractor Registration**

Contractor Registration with the Department of Labor and Industry is not required to Bid the project. However, registration is required prior to signing contracts.

- **Bid Package Submittal**

Bid shall include all items listed in instruction to bidders including:

- Sealed envelope with project description and address
- Bid proposal
- Bid security

Bids can be modified or withdrawn up to the bid opening.

- **Bid Bond – 10% of Total Bid**

Bid security may be in the form of bid bonds, cashier's check, certified check, or bank money, order payable to the State of Montana. Personal checks will not be accepted.

- **Performance Bond and Labor and Materials Bond**

The successful bidder will be required to provide a Performance Bond and a Labor and Materials Bond.

- **Insurance**

The successful bidder will be required to provide insurance as listed in the Contract Documents. Liability insurance shall be \$1 million per occurrence and \$2 million aggregate. Insurance must cover vehicles used by the company. Listing the State of Montana as additional insured is required.

- **Review Proposal Items**

Base Bid is all work at Salmon Lake State Park; Additive Alternate #1 is all work at Placid Lake State Park. Award will be made to the lowest responsible bidder.

- **Fish, Wildlife and Parks Supplied Materials**

Fish, Wildlife and Parks is not supplying any materials on this project.

- **Project Schedule**

Contract time is 40 calendar days. Contract time is split into two parts, 30 days to install all concrete, tent pads, water and electrical trenching, with another 10 days to install the picnic shelter. Work is expected to start in early

May, as quickly as contracts can be signed. Liquidated damages are \$1,000 per calendar day.

- **Addenda**

No addenda have been issued to date. There are several potential addenda items including:

- Restrictions on blocking access to Salmon Lake State Park
- Work restricted to between 8:00 am and 6:00 pm
- No work allowed on Memorial Day Weekend, May 28-30. These days will not count toward contract time.

Any addenda will be posted no later than 5 business days in advance of the bid opening, April 7th. Sign up on the Design and Construction website to receive notifications.

- **Interpretations and Substitution Requests**

Interpretations and substitution requests are due in writing, 10 calendar days before the bid opening, Monday, April 4th.

- **Montana Prevailing Wage Rates**

The project is subject to Montana Prevailing wage rates.

- **One Year Warranty**

The project is subject to a one year warranty period.

- **Payment**

Pay Requests will be processed on a 30 day frequency. The standard 5% retainage will be withheld until the project is accepted as final. All payments are subject to the 1% Department of Revenue withholding.

- **As-Built Drawings**

The Contractor will be required to maintain a set of As-Built drawings; they are considered to be a part of the Close-out documents.

- **Supervision**

The Contractor is required to have a qualified supervisor on-site during construction.

- **Federal Debarment Form**

A Federal Debarment form is not required for this project.

Information Presented by Larson Civil Engineering, LLC:

- **Site Responsibilities**

Staking is the responsibility of the Contractor. Contractors were warned to avoid excess construction disturbance and to limit themselves to a single access route in and out of the project area. Contractors were generally notified

of environmental constraints and the need to clean equipment being brought to the site. Contractors were also notified that camping will be allowed only in non-fee areas and only with the permission of the Park Manager. Camping may not be available depending on public usage.

- **Technical Specifications and Special Provisions**

- The Contractor is responsible for obtaining a building permit for the picnic shelters from Missoula County. Picnic shelters must be designed for the loadings listed for each site in the Technical Specifications.
- Construction surveys are the responsibility of the Contractor. An electronic copy of the site plan(s) will be provided for use in developing staking notes. (Special Provision #5)
- The Contractor is responsible for providing weed control as defined in Special Provision #8.
- The Contractor is responsible for providing and maintaining sanitary facilities for employees. (Special Provision #12)
- Special Provision #14, Construction Scheduling Requirements, was emphasized.

Contractor Question and Answers:

Question: Is concrete testing required?

Answer: Yes, per Montana Public Works Specifications

Question: Will Larson Civil Engineering, LLC provide a quote for Construction Staking?

Answer: Yes, if asked

Question: Where is staging allowed at Salmon Lake State Park?

Answer: In the host site adjacent to the connection to the existing water system for the water line in this project.

Question: Can the existing trail be widened to allow equipment access?

Answer: Yes, the trail may be widened to no more than 8-feet. Any disturbance will be required to be reclaimed.

Question: Can the waterline crossing under the entrance road be bored?

Answer: Yes, if boring is proposed include cost in bid item #12, asphalt patch. This bid item will still be paid if boring is utilized and asphalt patching is not required.

Question: Is there any tree removal required?

Answer: No, unless specially called out in the plans. This does not include smaller trees.

Question: Where is staging allowed at Placid State Park?

Answer: At the adjacent campsite if it has not been previously reserved.

Question: Who is responsible for damage to asphalt caused by concrete trucks or equipment?

Answer: The Contractor

Question: Is duff required to be hauled off-site?

Answer: Yes

Project Walkthrough:

Contractors were shown the project area at both Salmon Lake State Park and Placid Lake State Park. Contractors were warned about excavation around the well at Placid Lake State Park. There are many underground pipes in this area.